



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 01/29/2015	Employee Requisition Number ER-15123	JOB OPPORTUNITY	
Title/Position: PASTORAL CARE ADVOCATE			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: SENIOR SERVICES	Location: Okmulgee	Location Code: 97	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Senior Services Director the Chaplain/Advocate provides for the pastoral care needs, support and resource information to elders/clients, staff and families; serves as liaison among the Nation, community agencies, and families; performs related duties as assigned
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Provide advocacy and supportive services to elders of the Muscogee (Creek) Nation 2. Organizes worship services in creative and ecumenical ways 3. Offers religious and spiritual guidance to elders/clients, staff, and families 4. Is available to serve the families of deceased and as required by follow-up guidance 5. Provide on-call emergency response to elders and families and work extended hours, including non-business times such as weekends and holidays as required 6. Ministering to a cooperative relationship with persons of varying faith traditions or of no tradition 7. Knowledge and support for the Ethical, Traditional and Religious Directives for Native communities 8. Training in public speaking, religious and traditional ceremonies and participation in civic organizations. 9. Implement a continuum of pastoral services for all elders/clients, staff and families. 10. Maintain a process of theological reflection. 11. Host area church/traditional leaders and, when possible, being involved within the area ministerial council. 12. Refer elders/clients and families to appropriate tribal and community resources 13. Assist in identifying areas where new programs are needed 14. Complete monthly statistical reports and maintain confidentiality of cases and clients 15. Participate in staff and multi-disciplinary team meetings 16. Attend and host trainings and workshops



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	17. Initiates and maintains communication with area clergy 18. Offers in-service programs regularly to staff 19. Other duties as assigned
Minimum Requirements:	Bachelor's degree (B. A.) from four-year College or university; or two years of pastoral experience in a community setting; or equivalent combination of education and experience and solid standing within his or her denomination, as evidenced by ecclesiastical endorsement.
Preferred Requirements:	Seminary graduate degree in a related field with certification in ongoing advanced training in theology, management and pastoral skills; experience in counseling to the needs of varying situations for individuals, families and communities.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:



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The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|--|---|
| <input type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.